

# **Columbia School District**

*Home of the Golden Eagles!*

**Empowering Learners. Achieving Success**



**Columbia Central Jr/Sr High School**

**2024-2025 Student Handbook**

This handbook is intended for use by students, parents, and staff as a guide to the rules, procedures, and general information about the District. The use of the word “parent” in this handbook means a student’s natural or adoptive parent or legal guardian. Students and their parents are responsible for familiarizing themselves with this handbook, and parents should use the handbook as a resource to assist their children with following its rules and procedures.

Students must comply with all school policies, regulations, rules, and expectations. The use of the word “Policy” in this handbook includes bylaws or policies adopted by the Board of Education. Although the information in this handbook is comprehensive, it is not intended to address every situation that may arise during a school day or school year. This handbook does not create a contract between the District and parents, students, or staff. The administration is responsible for interpreting the rules contained in the handbook to ensure the implementation of the school’s educational program and well-being of all students. If a situation arises that is not specifically addressed by this handbook, the administration may respond based on applicable law and policy.

The rules and information provided in this handbook may be supplemented or amended by the administration at any time, consistent with applicable law and policy.

**MISSION STATEMENT:** *Columbia School District will provide high quality education and a variety of opportunities to empower students to achieve success.*

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## **IMPORTANT INFORMATION**

### **District Website**

<https://www.myeagles.org/>

### **Board Policies**

[Board Policies](#)

### **Addresses**

Columbia Central Junior/Senior High School

11775 Hewitt Rd

Brooklyn, MI 49230

### **Contact Information**

Main Office: 517 - 592 - 6634

Fax: 517 - 200 - 4155

Transportation: 517 - 592-6449

Athletics: 517 - 769 - 8689

Athletics Fax: 517 - 200 - 4152

### **Administration**

Superintendent: Jim Baker

Athletic Director: Ryan Hackworth

Transportation Director: Lori McRae

High School Principal: Rich Okoniewski

High School Assistant Principal: Travis Cushman

High School Assistant Principal: Josh Kubiak

Columbia Options High School: Lisa Klink

Elementary School Principal: Derek Jackson

Upper Elementary School Principal: Phillip Timmerman

## 2024-2025 DISTRICT CALENDAR

[Columbia School District Calendar](#)

# 2024-2025 Daily Schedule

Full Day Schedule	Two-Hour Delay Schedule	Half-Day Schedule
1st Hour: 7:45-8:44	1st Hour: 9:45-10:19	1st Hour: 7:45-8:09
2nd Hour: 8:48-9:38	2nd Hour: 10:23-10:57	2nd Hour: 8:13-8:37
3rd Hour: 9:43-10:33	3rd Hour: 11:01-11:35	3rd Hour: 8:41-9:05
4th Hour: 10:37-11:27	4th Hour: 11:39-12:13	4th Hour: 9:09-9:33
5th Hour: 11:31-12:21	5th Hour: 12:17-12:51	5th Hour: 9:37-10:01
A Lunch: 11:27-11:57	A Lunch: 12:13-12:41	6th Hour: 10:05-10:29
5th Hour: 11:57-12:47	5th Hour: 12:45-1:19	7th Hour: 10:33-10:57
B Lunch: 12:21-12:51	B Lunch: 12:51-1:19	
6th Hour: 12:51-1:41	6th Hour: 1:23-1:57	
7th Hour: 1:45-2:35	7th Hour: 2:01-2:35	
	JACC: No AM; Reg. PM	

### Golden Eagle Hour Schedule Tuesday and Thursday

#### 3rd hour Golden Eagle Hour

1st Hour	7:45-8:31
2nd Hour	8:35-9:21
3rd Hour	9:25-10:11
Golden Eagle	10:15-10:45
4th Hour	10:49-11:35
<b>A Lunch</b>	<b>11:35-12:05</b>
5th Hour A	12:09-12:55
5th hour B	11:38-12:24
<b>B Lunch</b>	<b>12:24-12:55</b>
6th Hour	12:59-1:45
7th Hour	1:49-2:35

## **CCJR High Golden Eagle Hour Schedule**

### **Schedule A**

1st Hour	7:45-8:31
2nd Hour	8:35-9:21
3rd Hour	9:25-10:11
Golden Eagle	10:15-10:45
Lunch	10:45-11:15
4th Hour	11:19-12:05
5th Hour	12:09-12:55
6th Hour	12:59-1:45
7th Hour	1:49-2:35

School staff will supervise students on school grounds **10 minutes** before the school day begins and **10 minutes** after the school day ends. **Unless students are participating in a school activity, school staff will not provide supervision before or after these times.**

## EMERGENCY SCHOOL CLOSING PROCEDURES

In the event of an emergency school closure, such as a bad weather day or when school is unexpectedly closed early, the District will notify students, parents, and the general public about the closure in the following manner:

All closings and delays will be made available on the Columbia School District Website and social media sites. You will receive an alert phone call with the number you have in PowerSchool.



## NOTICE OF NON-DISCRIMINATION

The District does not discriminate on the basis of race, color, religion, national origin, ethnicity, sex (including pregnancy, gender identity, or sexual orientation), disability, age, height, weight, marital or family status, veteran status, ancestry, genetic information, military status, or any other legally protected category (collectively, “Protected Classes”), in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups as required by law.

The District prohibits unlawful discrimination, including unlawful harassment and retaliation. The District will investigate all allegations of unlawful discrimination and will take appropriate action, including discipline, against any person who, following an investigation, is determined to have engaged in unlawful discrimination.

“Unlawful harassment” is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a person because of the person’s membership in a Protected Class that has the purpose or effect of: (1) creating an intimidating, hostile, or offensive environment; or (2) unreasonably interfering with the person’s ability to benefit from the District’s educational programs or activities.

- **Race, color, and national origin harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics is considered race, color, and national origin harassment.
- **Disability harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as disability-motivated physical threats, attacks, or other hateful conduct.
- **Sex-based harassment** can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX, see Policies 3118 and 5202. The District’s Title IX Policy is attached to this handbook as Appendix A.

Any student who witnesses an act of unlawful discrimination, including unlawful harassment or retaliation, is encouraged to report it to District personnel. No student will be retaliated against based on any report of suspected discrimination. A student may also anonymously report an incident of unlawful discrimination. The District will investigate anonymous reports pursuant to its investigation procedures described by Policy. Minor students do not need parent permission to file complaints or participate in the formal complaint resolution process described by Policy.

If you or someone you know has been subjected to **sex-based discrimination, harassment, or retaliation**, you may file a report with any District employee. Formal Complaints of sexual harassment must be filed with the Title IX Coordinator:

**Josh Kubiak Assistant Principal 7th - 9th grade**

11775 Hewitt Rd

Brooklyn, MI 49230

517 - 769 - 8651

Josh.Kubiak@myeagles.org

If you or someone you know has been subjected to **disability-based discrimination, harassment, or retaliation**, you may file a complaint with:

**SECTION 504 COORDINATOR-Will Bower**

11775 Hewitt Rd., Brooklyn MI 49230

517-592-6634

[will.bower@myeagles.org](mailto:will.bower@myeagles.org)

If you or someone you know has been subjected to **any other type of unlawful discrimination, harassment, or retaliation**, including unlawful conduct based on race, color, or national origin, you may file a complaint with:

**Jim Baker, Civil Rights Coordinator**

11775 Hewitt Rd. Brooklyn, MI 49230

517-592-6641

[james.baker@myeagles.org](mailto:james.baker@myeagles.org)

A report of unlawful discrimination, including unlawful harassment or retaliation, may be made orally or in writing.

A student found to have engaged in unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion, consistent with Policy 5206.

## SECTION I: DISTRICT-WIDE POLICIES AND PROCEDURES

### Attendance

Students are expected to attend school every day school is in session. Students are to arrive before the first class and stay until the scheduled end of their school day. If a student is unable to attend school, the student or parent must report that absence to Angela Schira, School Attendance Secretary.

#### Attendance Procedures

All excused absences must be reported by phone to the attendance line at 517-769-8702. Parents can call 24-hours a day and leave a message to excuse their student. The message should include:

- The parent's name
- The student's first and last name/grade
- The date of absence
- The reason for absence
- The number of days absent
- A phone number to reach the parent

**If the call is not made within 48 hours of the absent date, the student's absence will remain as an unexcused absence.** It is the responsibility of the student to get assignments and make up work he/she missed.

The following procedures will be used in the regulation of this policy. It is the responsibility of every student to read and follow these procedures. Failure to comply with the policy could result in the loss of course credit.

1. **Notices to Parents or Guardians: Upon a student's fourth (4) absence from any given class, one notice will be mailed to the parents or guardians.** A second and final notice will be mailed when the student exceeds eight (8) absences from any given class. The student and the parent are responsible for monitoring and correcting attendance issues. It is highly recommended that parents who receive these letters take appropriate action to correct this problem. Parents can monitor their child's attendance by checking PowerSchool or contacting the school counselor.
2. **Documented Absences:** Documented absences do not count toward the 8-day limit. This includes:
  - a. When a student sees a doctor, dentist or other professional for treatment. Students with health conditions that cause repeated absence are to provide the school office with an explanation of the condition from a registered physician.
  - b. When a student is attending a funeral (one day limit)
  - c. When a student has a court appointment
  - d. A school-sponsored absence
  - e. Suspensions, both in-house and at home will not count

**It is the student's responsibility to have all out-of-school absences documented professionally. Any student who does not bring documentation to the office on the same day as their return, will not have the days documented.**

**3. Excused Absences:** Excused absences will count toward the 8-day limit. The student receiving an excused absence will be allowed to make up the work missed according to the teacher's classroom procedures. Excused absences consist of the following:

- a. **Personal Illness:** Extended illness should be reported to the school immediately.
- b. **Professional appointment** that could not be scheduled outside of the regular school day.
- c. **Bereavement, serious personal or family problems.**
- d. **Family vacations:** Parents are encouraged not to take their children out of school for vacations. When a family vacation must be scheduled during the school year, it **must be pre-arranged** with the school before the vacation. Vacation forms are available in the office. This will have to be done even if it is only for one school day.

**4. Unexcused Absences:** All unexcused absences will count toward the 8-day limit, and the employability grade, if applicable, for that class. The student receiving an unexcused absence **will not be given credit for the assigned work**. Unexcused absences include but are not limited to the following:

- a. Skipping one or more class
- b. Missing more than 20 minutes of class time
- c. Leaving the school building during school hours without permission
- d. Missing the bus
- e. Oversleeping
- f. Car trouble
- g. Haircut, salon and barbershop appointments
- h. Work
- i. Babysitting
- j. Shopping
- k. Birthdays

**5. Truancy:** Excessive unexcused absences from school (truancy) are not acceptable. After 8 days of absences, excluding documented days, in any grading period, a student will be considered truant. It may result in the following:

- a. Assignment to Options High School with loss of participation in school activities and events.
- b. A report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child
- c. A hearing before a judge in a court of law

Students and parents have online access through PowerSchool to the student's daily grades and attendance. Contact the high school office or counseling office 517-592-

6634 to receive an account to log into this service. Using the online service attendance may be monitored by each class.

**Online attendance codes used are:** A or UA = Unexcused Absence, EA = Excused Absence, MED = Medically Excused Absence, D = Documented Absence, FT = Field Trip, AE = Administrative Excused Absence, T = Tardy, OSS = Out of School Suspension, ISS = In School Suspension, S = Skipping

### **Excessive Absences for Seniors**

As defined by the State of Michigan, 18 unexcused absences (based on each class period) for the school year has been determined as excessive. Any senior who accumulates 19 or more unexcused absences in any class period will not be allowed, but not limited to, take part in the following extracurricular activities: no participation in last day of school senior activities and no participation in the Graduation

Commencement Ceremony

### **Suspension from School**

Absence from school due to suspension shall be considered an authorized absence, neither excused or unexcused.

A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return to school. Make up of missed tests may be scheduled when the student returns to school. The student will be given credit for properly completed assignments and a grade on any made-up tests.

**Students on suspension may not be on school grounds or attend school activities, on or off campus, without administrative permission.**

### **Appeal Process**

The school realizes that there may, at times, be unusual circumstances for a student's extended absence. Therefore, there will be an appeal process for those students who feel that their accumulation of absences is due to extenuating circumstances. Students who are in jeopardy of losing credit and feel they have extenuating circumstances accompanying their absences may appeal to the principal. The "appeal committee" will be composed of three teachers, the attendance supervisor, and the principal. Evidence presented by the student, such as medical or court documentation, will be weighed and a decision will be made by the committee. Parents may be present and represent the student's interests at the hearing. Decisions of the appeals committee may be appealed to the principal for his or her review.

### **College Visitations**

This permission slip is to be filled out and turned in to the office **three days prior** to the date of your visit. Juniors are not allowed visitations without prior administrative permission. You are allowed two (2) days for college visitations per year. Visits to Jackson College are limited and must be approved by the administration prior to request. Students who have accumulated eight (8) absences must have prior permission by the administration before being allowed to request a college visitation.

### **Tardiness**

When a student is tardy to class, it interrupts the learning process for all students. **Students are expected to take responsibility for their attendance and be on time to class.** Excessive tardiness will not be tolerated. Incentives, such as weekly drawings, will be offered throughout the year for students who make timeliness and punctuality a priority.

- Staff members who detain students from reporting to class on time will issue a pass to enter the next class (or activity). Staff members will honor these passes. Tardiness cases will be handled on a nine-week basis in each class.
- Students who are more than 5 minutes late to a class will receive an **unexcused absence** that will count towards the allotted 8 absences.

**Hall Passes**-Class time is essential. No hall passes will be issued except in cases of emergency or as instructed by the teacher. Any student out of an assigned class **must** have the proper hall pass and visibly carry it at all times. Any student found without such a pass, in a location other than specified on the pass, or off the most direct route to the class or destination, will receive disciplinary action.

**Students are expected to:**

- Complete all class work in advance for any absence that can be anticipated or make alternative arrangements with their teacher in advance of the absence.
- Sign out of school at the office if leaving school during the school day.
- Make up all work that is assigned by teachers for the instructional time that has been missed.

### **Books and Supplies**

The District will provide free instruction to all students and will not charge a fee for materials necessary to complete required or elective courses. Students and parents may purchase additional supplies at their own expense. The District may charge a reasonable and refundable deposit to cover damage to textbooks and supplies. A teacher may provide a list of suggested materials that students and parents may purchase. Purchasing materials is voluntary and not required for curricular activities.

Students must take care of books and other supplies provided by the District. The District may assess fees to repair or replace District property that is lost, damaged, stolen, returned in a different condition, or not returned on time.

### **Bulletin Boards**

Space may be provided within school buildings or on school electronic media for students and student organizations to post notices about student groups. Rules for posting on bulletin boards are found in Policy 5503.

## **Bullying**

All types of student-on-student bullying, including cyberbullying, without regard to subject matter or motivation, are prohibited. The District's Anti-Bullying Policy is attached to this handbook as Appendix B.

## **Cell Phone Use**

Students may use cell phones or other electronic devices while at school, so long as they do so safely, responsibly, and respectfully, and comply with all other school rules while using the devices.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The District is not responsible for theft, loss, or damage of any cell phone or other electronic device.

**Students may not use cell phones or other electronic devices while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.**

Taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal photographs, video, audio, or other similar data, whether by electronic data transfer or otherwise (including via cell phone or other electronic device), may constitute a crime under state or federal law. A student engaged in any of these activities at school, at a school event, or on school-provided transportation, may be subject to discipline. A student engaged in any of these activities outside of school may be disciplined if the student's activities substantially disrupt or negatively affect the school environment.

**Cell phones and other non-school issued electronic devices may not be used in the classroom.**

Teachers may also develop classroom rules for use of cell phones and other electronic devices.

School administrators and teachers may confiscate a student's cell phone or other electronic device if the student's use or possession of a cell phone or electronic device violates Board Policy, the student code of conduct, or any applicable building or classroom rule. The building principal or designee may require a meeting with the student's parent to discuss the rule violation before returning the cell phone or electronic device.

## **Cheating, Plagiarism, and Academic Dishonesty**

Students may not cheat, plagiarize, or otherwise participate in academic dishonesty in any form. Unless specifically authorized by a teacher, prohibited behavior may include, but is not limited to:

- Obtaining, attempting to obtain, or aiding another person in obtaining credit for work by any dishonest or deceptive means.
- Copying another person's work or answers.
- Discussing with other students the answers or questions on a test or assignment before the test or assignment has been submitted for a grade.
- Taking or receiving copies of a test.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Using artificial intelligence to assist or complete an assignment or test.
- Submitting work or any portion of work completed by another person.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty may receive no credit on that assignment or class and will be subject to discipline, up to and including expulsion.

### **Children's Protective Services Investigations**

The District will cooperate with Children's Protective Services (CPS) during an investigation of suspected child abuse or neglect. Cooperation may include allowing CPS access to a student without parent consent if CPS determines access is necessary to complete the investigation or prevent abuse or neglect. As a matter of law, the identity of an individual who makes a report of suspected child abuse or neglect is confidential and will not be disclosed.

### **Classroom Behavior**

Teachers may establish classroom conduct rules that students must follow.

### **Closed Campus**

The school campus is a closed campus. All students must remain on campus during school hours. Students who leave campus without authorization are subject to disciplinary action.

Any student who must leave school grounds during school hours **must have permission from the administration and the parent** before they will be allowed to leave. This includes a request on the part of a teacher to allow a student to leave school grounds on school business. Students who are ill are to report immediately to the office and appropriate arrangements will be made at that time.

Students leaving school grounds during the day must be signed out in the office and have permission from administration and a parent.



## **Communicable Diseases**

The District, in conjunction with local health department officials, may exclude students who:

- Are suspected of having a communicable disease until a physician or local health department official determines the student is no longer a risk; or
- Lack documentation of immunity or are otherwise considered susceptible to a communicable disease until the local health department officials determine the risk of spreading the disease has passed.

Communicable diseases include, but are not limited to, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, COVID-19, and other conditions indicated by the local and state health departments. Any removal will only be for the contagious period or as directed by the local health department.

## **Damage to School Property**

Students who damage school property either intentionally or unintentionally may be subject to discipline and required to pay to replace or restore the property.

## **Dress and Grooming**

In general, clothing should be clean and appropriate for the climate and the situation. Student dress, hair style, make up, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of others; violates any statute, Policy 5101, or the Dress Code; or substantially disrupts the educational environment or that school officials reasonably forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action.

The final decision in any situation involving inappropriate attire rests with building administrators.

Students who are dressed inappropriately will be asked to change clothing immediately. If necessary, parents will be called to bring appropriate clothing, students can use extra clothing provided by the District, or the student may be sent home to change. Repeated dress code violations may result in more severe consequences.

## **Dress Code**

Tops must have straps or sleeves and must cover the student's entire torso from armpit to armpit. Shorts should cover buttocks while sitting or standing.

Clothing may not display material that:

- Is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption;
- Is obscene, sexually explicit, indecent, or lewd;
- Promotes the use of or advertises illegal substances, including but not limited to substances illegal for minors;

- Incites violence;
- Contains “fighting words”;
- Constitutes a true threat of violence;
- Demonstrates hate group association/affiliation or uses hate speech targeting groups based on their membership in a protected class; or
- Inappropriately exposes or bares traditionally private parts of the body including, but not limited to: buttocks, back, breasts, any part of the torso.
- Headwear: includes but is not limited to hoods, hats, caps, stocking caps, visors, dew rags, and sunglasses. When school is in session, headwear should be removed.
- Hats may be worn on Blue and Gold Fridays and during spirit weeks as long as they do not disrupt the learning process
- Backpacks, blankets, and coats must be kept in lockers and not brought to classes or the lunch room during school hours.

Students who represent the District at an official or school-sponsored function or public event (e.g., athletic teams, bands, choirs, and other groups) may be required to follow specific dress requirements as a condition of participation or attendance.

### Driving and Parking Personal Vehicles

Student driving and parking on District property is a privilege, not a right that may be revoked at any time. Students who drive to school must obey the following rules:

Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school. **Any student parking on school grounds must have a parking permit.** Students driving and parking on school property must obey all state and local laws and school regulations. Neither Columbia Central Jr./Sr. High School nor Columbia School District is responsible for the contents of or damage caused to vehicles in the parking lot due to deliberate acts or negligence of other students. Students are expected to lock their vehicles at all times. **Firearms, knives, or other dangerous weapons are not allowed on school premises, including the parking lot, and may not be in a student vehicle at any time while on school property.**

The following rules shall apply:

A. All students shall purchase a parking pass and complete the Student Vehicle Registration Form and provide:

- a. Driver's license
- b. Insurance certificate
- c. Registration
- d. Parent signature.

B. Parking lot speed limit is 10 mph.

C. Anyone parking on school property when his or her parking privileges have been revoked will be suspended.

D. Students may not transport other students during school hours without specific permission from administration.

When the school provides transportation, students shall not drive to school-sponsored activities unless their parents grant written permission and approved by the principal.

**No other students are to be driven to a school-sponsored activity by another student.**

**All vehicles driven to school must park in designated student parking only.**

Anyone who parks a vehicle on school property without the proper tag or not parking in the student parking lot will have parking privileges suspended. Repeated parking violators may be towed at the owner's expense. Squealing tires, reckless driving, or excessive speed will result in loss of parking privileges and/or legal action. The parking lot is off limits during school hours. Any student needing to go to his/her vehicle during school hours must have administrative permission.

**The high school is a closed campus. At no time may a student leave without permission. Students violating any of the driving rules may result in having their parking privileges suspended.**

### **Emergency Contact Information**

Parents must provide emergency information for each student enrolled in the District. The information should include the family physician's name, contact information for parents or a responsible adult, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes.

### **Fees**

The District will not charge students a fee to participate in curricular activities. The District may charge students a fee to participate in extracurricular and noncurricular activities to cover the District's reasonable costs. The District may require students to furnish specialized equipment and clothing required for participation in extracurricular and noncurricular activities or may charge a reasonable fee for the use of District-owned equipment or clothing. The activity's coach or sponsor will provide students with information about the fees charged and the equipment or clothing required.

### **Food Services**

The school program offers two meal opportunities: breakfast prior to the start of school and lunch. Ala-carte items are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria. Free and reduced lunch forms are available through the Food Service Director. Every effort is made to ensure the privacy and confidentiality for those students receiving free or reduced lunches. All food is to be eaten in the cafeteria with proper respect shown to employees and the physical equipment (tables, chairs, etc.). Throwing items (food, objects, etc.) will result in appropriate discipline and a requirement of cleaning over an extended period of time.

**Columbia Central Jr./Sr. High School has a closed campus at all times. This means that no student is to leave the campus without direct permission of the administration. Unauthorized leaving can result in suspension and loss of driving privileges.**

The hallways must be kept free of movement once the lunch period has started because one-half of the student body is in class. The library may be used if a class is not present.

### **Field Trips**

Classes occasionally take field trips off school property for educational enrichment. Each student must submit a completed permission form signed by the student's parent before being allowed to attend a field trip.

A student's failure to comply with Board Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while on a field trip may result in disciplinary action and removal or exclusion from the trip or future field trips.

Students who have not met academic or behavioral expectations may not be allowed to attend field trips.

### **First Aid, Illness, or Injury at School**

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member.

When the building principal or designee determines that a student is too ill or injured to remain at school, school staff will contact the student's parent or other designated responsible adult to pick up the student from school. If the student requires immediate medical attention, the District will first attempt to contact a parent or other designated responsible adult when reasonably possible. If contact cannot be made, the building principal or designee will take any reasonable action necessary on the student's behalf, consistent with state law.

Students showing symptoms of a communicable disease may be sent home. The District may require a statement from a licensed physician or local health official before allowing the student to return to school.

### **Head Lice**

A student with nits within ¼ inch of the scalp or live lice may remain at school. The student will be restricted from activities that involve close head-to-head contact or sharing of personal items. The District will notify the student's parents and provide educational materials on head lice prevention and treatment.

District personnel will not ostracize or embarrass a student with lice or nits and will maintain student confidentiality.

If a student has a persistent infestation after 6 weeks or 3 separate cases within 1 school year, the District will form a team that may include the student's parents, teacher, social workers, or administrators to determine the best approach to resolve the issue.

### **Homeless Children and Youth**

The District will provide a free public education to homeless children and youth who are in the District and will afford them the educational rights and legal protections provided by federal and state law. Homeless children and youth will not be stigmatized or segregated based on their homeless status and will have the same access to services offered to students who are not homeless.

A student or parent in a homeless situation who requires assistance should contact the District's homeless liaison:

**Randy Trudell**

4460 N. Lake Rd.

Clarklake, MI 49234

517-529-9400

[randy.trudell@myeagles.org](mailto:randy.trudell@myeagles.org)

### **Immunizations**

For a student entering the District for the first time or entering 7th grade, a parent must provide the building principal or designee with a certificate stating that the student has received at least 1 dose of an immunizing agent against each disease specified by the Michigan Department of Health and Human Services (MDHHS) or other responsible agency or documentation of an applicable approved exemption.

The student's parent must provide the certificate or documentation at the time of registration, or no later than the first day of school. A parent of a student who has not received all doses of any required immunizing agent must provide the District an updated immunization certificate demonstrating that the immunizations have been completed as required by the MDHHS. The updated certificate must be provided within 4 months of the student entering the District for the first time or upon entering 7th grade. The District will not permit a student to attend school unless the parent provides evidence of immunizations or exemptions consistent with Policy 5713 and state law.

### **Law Enforcement Interviews**

Law enforcement officers may be called to the school at the request of school administration. Students may be questioned by law enforcement consistent with Policy 5201. Students may be questioned by school officials at any time, without parent notice

or consent, consistent with the District's obligation to maintain a safe and orderly learning environment.

### **Limited English Proficiency**

Limited proficiency in the English language should not be a barrier to a student's equal participation in the District's instructional or extracurricular programs. Those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the District.

### **Locker Use**

Pursuant to Policy 5102, lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District administration may revoke a student's locker assignment at any time. The District retains ownership of lockers notwithstanding student use.

Students have no expectation of privacy in their lockers. The building principal or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Upon the request of the building principal or designee, law enforcement may assist with searching lockers.

During a locker search, student privacy rights will be respected for any items that are not illegal or violate Board Policy or building rules.

Students must keep all personal belongings, including coats and backpacks, in their lockers during the school day.

### **Lost and Found**

All lost and found items are to be taken to the main office. Students may claim lost articles there. Unclaimed items may be donated to a local charity or otherwise disposed of at the conclusion of each semester.

### **Media Center**

Students must check out materials from the media specialist or designee on duty. Each borrower is responsible for all materials checked out in the borrower's name. Each student is responsible for any fine that accumulates on materials charged to the student. Students must also pay for any damage they cause to materials.

### **Media Center Policies**

The library is open during the entire school day. Before and after school times will be posted at the beginning of the school year. Students must have permission from their teacher when coming to the media center from a class. The media center is open before and after school without pass restrictions.

### **Media Center Expectations**

- Upon departure students are expected to push in chairs, make sure their area is clean and tidy, return materials to designated areas and log off computers.

- Students may be asked to leave if they are making unreasonable noise, speaking loudly, using inappropriate language and/or being disruptive.
- Food and drinks are permitted when handled responsibly
- Students are expected to be respectful; damaging any library materials or property will not be tolerated.
- Backpacks, coats, and large bags are prohibited in the library.
- Students are expected to uphold academic integrity while using the library.
- Students must have permission from their teacher and the librarian to use the copy machine.

### **Overdue and Lost Materials**

- Students are responsible for inquiring about and paying their library fines at the end of each school year.
- Students will be held accountable for all materials checked out in their name from the library. Students should store books in lockers between classes. Lost, misplaced and/or stolen materials that are left in a teachers classroom or in hallways are the students responsibility and the appropriate fee will be charged to their library account.
- No late fees are charged for overdue items. Students are responsible for the replacement cost of lost or damaged items.
- Independent reading books have a loan period of 14 days.
- A calculator has a loan period of 180 days.
- Textbooks and materials required for coursework have a loan period dependent on class completion timelines.
- Classroom novel sets are considered textbooks, the due date is set by the teacher.
- Seniors with fines are responsible for settling their accounts before graduation.
- The fee for lost textbooks, calculators and novels will be determined by the cost of the item at the time of purchase.

### **Medication**

Whenever possible, parents should arrange student medication schedules to eliminate the need for administration of medication at school. When a student requires prescription or over-the-counter medication at school, the following procedures apply:

- The student's parent must annually submit a written request and consent form as required by the District.
- A building principal or designee must request that the parent supply medications in the exact dosage required whenever feasible.
- The building principal or designee will notify the student's parent of any observed adverse reaction to medication.
- All medications must be in the original container.

For additional information and requirements, see Policy 5703.

## **Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers**

A student may possess and use an asthma inhaler or epinephrine auto-injector or inhaler with written approval from the student's healthcare provider and consistent with Policy 5703. A minor student must also have written permission from the student's parent. The required documentation must be submitted to the building principal or designee. If a student is authorized to self-possess or self-administer an asthma inhaler or epinephrine auto-injector or inhaler, the building principal or designee will notify the student's teachers and other staff as appropriate.

Additionally, the school must maintain a written emergency care plan drafted by a physician in collaboration with the student's parent. The emergency care plan will contain specific instructions related to the student's needs. The physician and parent should update the emergency care plan as necessary to address any changes in the student's medical circumstances.

## **Parties**

Classes may have seasonal or curriculum-related parties during the year. Students must follow all expectations and rules established by the teacher or other relevant staff during the party. Invitations for private parties and non-school-sponsored events may not be distributed in the classroom.

## **Protection of Pupil Rights**

The District respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy as required by law. The policy is available on the District's website or upon request from the District's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the Superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the Superintendent. A copy of the District's annual notice to parents regarding the Protection of Pupil Rights Amendment is attached as Appendix C.

## **Public Display of Affection**

Students may not engage in public display of affection that are disruptive to the school environment or distracting to others.

## **Rights of Custodial and Non-Custodial Parents**

Unless a parent has provided the building principal or designee with a court order that provides otherwise, District personnel will treat each parent, regardless of custody or visitation rights, the same as to accessing student records, meeting and conferring with District personnel, visiting a child at school, and transporting a child to or from school. District personnel are not responsible for enforcing visitation or parenting time orders.

Parents, regardless of custodial status, will be provided information about conference times so both parents may attend a single conference. The District is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.



If either or both parents' behavior is disruptive, staff may terminate a conference and reschedule it with appropriate modifications or expectations.

### **Search and Seizure**

To maintain order and discipline in school and protect the safety and welfare of students and school personnel, school authorities may search a student or the student's personal effects (e.g., purse, book bag, athletic bag) as permitted by law and may seize any illegal, unauthorized, or contraband materials discovered in the search. As noted in "Locker Use," student lockers and desks are school property and remain at all times under the District's control. Student lockers and desks are subject to search at any time for any reason and without notice or consent.

School officials may use canines, metal detectors, wands, or other tools to conduct searches.

A student's failure to permit a search and seizure may be grounds for disciplinary action. A student's person and personal effects may be searched whenever a school official has reasonable suspicion to believe that the student possesses illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, these items may be turned over to law enforcement.

### **Student Education Records**

The District may collect, retain, use, and disclose student education records consistent with state and federal law. See Policy 5309 for an overview of the District's collection, retention, use, and disclosure of student records.

Parents may inspect and review their minor child's education records, regardless of custody status, unless a court order specifies otherwise. An eligible student (i.e., a student who is 18 years or older or an emancipated minor) may also inspect and review their education records.

#### **Right to Request Explanation or Interpretation**

A parent or eligible student may request, in writing, an explanation or interpretation of a student's education records. School officials will respond to any reasonable request.

#### **Right to Request Amendment of Education Records**

A parent or eligible student may request that a student's education record be amended if the parent or eligible student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights as explained in Policy 5309.

#### **Directory Information**

The District designates the following information as directory information:

School officials may disclose "directory information" without the prior written consent of a parent or eligible student unless the parent or eligible student specifically notifies the District that the parent or eligible student does not consent to the disclosure of the

student's directory information for 1 or more of the uses for which the District would commonly disclose the information.

A Directory Information Opt Out Form is attached to this handbook as Appendix D. This form allows the parent or eligible student to elect not to have the student's directory information disclosed for 1 or more of the listed uses. Upon receipt of a completed Directory Information Opt Out Form, school officials may not release the student's directory information for any of the uses selected on the form.

## **Technology**

Use of District technology resources is a privilege, not a right. Students are expected to use computers, the Internet, and other District technology resources for school-related educational purposes only. Students and their parents are required to sign and return the Acceptable Use Agreement attached as Appendix E before they may use or access District technology resources. Students who violate the District's Acceptable Use Agreement may have technology privileges terminated or suspended and may be subject to discipline, up to and including expulsion.

## **Transportation Services**

### **School Vehicle Rules**

Riding in school vehicles is a privilege, not a right. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must comply with the Student Code of Conduct while in school vehicles.

When in school vehicles, the following rules apply:

1. Students must promptly comply with any directive given by the driver.
2. Students must wait in a safe place for the vehicle to arrive, clear of traffic and away from where the vehicle stops.
3. Students may not fight or engage in bullying, harassment, or horseplay while riding or waiting for school vehicles.
4. Students must enter the vehicle without crowding or disturbing others and go directly to a seat.
5. Students must remain seated and keep aisles and exits clear while the vehicle is moving.
6. Students may not throw or pass objects on, from, or into vehicles.
7. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
8. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.

9. Students may converse in ordinary tones and volumes but may not be loud or boisterous and should avoid talking to the driver while the vehicle is moving. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
10. Students may not open windows without the driver's permission. Students may not dangle body parts or other items (e.g., legs, arms, backpacks) out of the windows.
11. Students must secure any item(s) that could break or cause injury if tossed about the inside of the vehicle if the vehicle were involved in an accident.
12. Students must respect the rights and safety of others at all times.
13. Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
14. Students may not vandalize or intentionally cause damage to the vehicle.
15. Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.

Video cameras may be placed on vehicles and buses to monitor student behavior on the vehicle/bus. Exceptions or modifications to these rules may be made as necessary to accommodate a student with a disability.

### **School Vehicle Misconduct Consequences**

Students who violate the school vehicle rules will be referred to the building principal for discipline. Disciplinary consequences may include parent notification, suspension of vehicle/bus riding privileges, exclusion from extracurricular activities, in-school suspension, and suspension or expulsion.

These consequences are not progressive and school officials have discretion to impose any listed consequence they deem appropriate in accordance with state and federal law and board policy.

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be reported to law enforcement.

### **Different Route Requests**

The parent of the guest rider must call the transportation department to confirm if their student may ride another bus that is not assigned to them. The Transportation Director will notify the bus driver if the student is confirmed to ride.

### **Video Surveillance and Photographs**

The District may monitor any District building, facility, property, bus, or vehicle with video recording equipment other than areas where a person has a legally recognized and

reasonable expectation of privacy (e.g., restrooms and locker rooms). Except in those school areas, a person has no expectation of privacy.

The District may use video recordings for any lawful purpose, including student discipline, assisting law enforcement, or investigations.

Students may not make recordings: on school property; when on a vehicle owned, leased, or contracted by the District; or at a school-sponsored activity or athletic event unless otherwise authorized by Policies 5210 or 5805, applicable law, or a District employee.

### **Withdrawal From School**

Students who are transferring from the District must submit written notice to the building principal at least 1 week before the withdrawal.

## **SECTION II: ACADEMICS**

To encourage students and parents to stay apprised of student academic information, grades, attendance, and other information can be accessed via PowerSchool.

To register for PowerSchool, contact the school office.

### **Student Records**

The School District maintains many student records including both directory information and confidential information.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information and instructions on how to prohibit its release, you may wish to consult the Board's annual Family Education Rights and Privacy Act (FERPA) notice that can be found in the Superintendent's Office.

Other than directory information, FERPA and Michigan law protects access to all other student records. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have graduated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records, please submit a completed Public Records Request form to the Superintendent's office.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing in the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

### **Transfer out of the District**

If a student plans to transfer from Columbia Central Jr/Sr. High School to another district, the parent must notify the High School office. Transfer will be authorized only after the student has completed the arrangements, returned all school materials and pay any fees or fines that are due. School records will not be released until formally requested by the receiving school district.

## Withdrawal from School

No student under the age of 18 will be allowed to withdraw from school without the written consent of his/her parents or legal guardian.

## Assignment and Scheduling

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the Academic Counseling office. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change. Course changes must be completed within the **first two weeks of the first semester and no later than one week after the start of the second semester.**

Columbia Central Jr./Sr. High School operates on a four-year comprehensive program; students are expected to be full-time students for four years. Any exceptions to this, due to illness, marriage, advanced placements etc, will be handled administratively and on an individual basis.

Career interests and requirements should be taken into account when determining your program. Information concerning all programs is available through the Academic Counseling Department.

Departmental staff members will review elective requests for approval in most courses and each program will be reviewed before final approval is given. **We have no provision for auditing classes.**

The basic intent is that once a year-long class is attempted the student is obligated to complete the class.

All seniors must elect a full program; a true education does not stop once basic requirements are met. All courses taken must be completed.

## Course Offerings and Career Center

See the Curriculum Guide, which can be obtained from the Academic Counseling office. This is posted on the website under the curriculum link.

CAREER CENTER - Application for the Jackson Area Career Center is made in late winter of the sophomore year. Due to the limits placed on enrollment, students will be notified of acceptance before June. The Career Center is for eleventh and twelfth-grade students who have completed two years of basic high school requirements, except for special programming

Students attending the morning session of the Career Center must enroll in three (3) classes at Columbia Central Jr./Sr. High School and students attending the afternoon session of the Career Center must enroll in (4) classes at the Career Center.

## Commencement

The District may conduct a commencement ceremony for eligible students at the end of the school year. Participation in the ceremony is a privilege, not a right. Students may be prohibited from participating in the ceremony as a consequence for misconduct. A student's disqualification from participating in the commencement ceremony does not impact the issuance of a diploma to the student, provided that all graduation requirements have been satisfied.

## Credits and Graduation Requirements

A student's progress toward graduation and receiving a diploma is determined by completing the required coursework, earning necessary credits, and passing the State-mandated tests. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (I.E.P.). It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met.

It is the responsibility of each junior and senior to check with the counselor during the school year to finalize his/her program and to see if requirements are met. Seniors are to check with the counselor within the first four weeks of the first semester. It is expected that students will graduate with four years of study. Students requiring more time to complete requirements may be required to transfer to the Options High School.

Students must enroll in a full program each year. Non-instructional programs are not to be used if they jeopardize the graduation status of the student.

All students who wish to receive a diploma from Columbia Central Jr./Sr. High School must complete the requirements as set forth by the District. A minimum of seven (7) credits must be earned from Columbia Central Jr./Sr. High School to qualify for a Columbia Central Jr./Sr. High School diploma. The Board requires that all students must complete at least 25 credits to walk in graduation.

### COLUMBIA CENTRAL JR./SR. HIGH SCHOOL COURSE/ GRADUATION REQUIREMENTS

#### Class of 2016 and beyond

# of credits	25
<b>MATH</b>	*4 credits Algebra I, Algebra II, Geometry, a math in Senior Year
<b>LANGUAGE ARTS</b>	*4 credits
<b>SCIENCE</b>	*3 credits Physical Science, Biology, Anatomy or Chemistry

<b>SOCIAL STUDIES</b>	*3 credits US History & Geography (1 cr), World History & Geography (1 cr), Civics (½ cr), Economics (½ cr)
<b>PHYSICAL EDUCATION and HEALTH</b>	*1 credit
<b>VISUAL, PERFORMING and APPLIED ARTS</b>	*1 credit
<b>ONLINE LEARNING</b>	*20 hours of experience
<b>FOREIGN LANGUAGE</b>	*2 credits in Grades 9-12 or equivalent in K-12 (for the class of 2016 and beyond)
<b>SENIOR TRANSITIONS</b>	*1 credit
<b>ELECTIVES</b>	*4 credits
<b>SAT Prep</b>	* 1 credit

## Dual Enrollment

Students in grades 9 and above may be eligible to dually enroll in college classes to obtain high school and college credit. Please contact your assigned counselor for information about enrollment eligibility, charges paid by the District, eligible institutions, and other matters related to dual enrollment.

## Credits

One unit of credit is given for each full year course and one-half credit for a semester course.

- All courses will receive equal credit value regardless of there being activity or academic in nature. A weighted grading system is in place.
- Bible or Religion classes will be accepted for transfer students as an elective credit.
- Extra-curricular activities (such as athletics and clubs, etc.) are offered for the general benefit and well-being of the student but do not earn credit toward graduation.

## High School Credit Earned in Junior High

High School credits earned by a Junior High student (e.g. Algebra I and Spanish I) will be recorded on the students' transcript, but will not be counted into the students' high school Grade Point Average (GPA). The cumulative high school GPA will begin when a student enters the ninth grade. Credits earned during junior high will count toward the rigorous curriculum requirements.



## Testing out Information

As a result of Michigan legislation, testing out of high school courses is an option for students at Columbia Central Jr./Sr. High School. Pursuing this option allows the students to gain credit for a specific course to allow them to enhance and expand their educational opportunities by accelerating their academic program. Credit is earned by achieving 77% (C+) or above on the final end-of-course assessment or by demonstrating mastery through the basic assessment process utilized in the course, which may consist of a portfolio, project, paper, examination or presentations, or other appropriate measurements of competency. A letter grade will appear on the transcript. However, test-out credits may *not be recognized* by some colleges/universities. Contact specific colleges/universities directly if you have questions.

Students may not test out of courses they are already enrolled in. Students will have only one chance to test out of each course. Credits earned through "testing out" will not be calculated in the student's GPA. Once credit is earned in a subject area, a student may not receive further credit for a lower sequence course in the same subject area. Testing out applications will be available in the high school office in June. Students will be contacted with exact dates and times.

## Jackson County Early College

Any student in the 9th- September 15th of their 11th grade year may enroll in a postsecondary program providing s/he meets the requirements established by law and by the District. Any interested students should contact the Academic Counseling office to obtain the policies and necessary information. If a student fails to get the credit for the class, the student will be required to reimburse the District the cost of the class. 12th-grade students may participate in Dual enrollment.

## Incomplete Grades

Incomplete marking period and semester grades must be made up within two weeks of the end of the marking period; otherwise, they will be recorded as failing grades unless specific instructions have been issued in writing to the contrary and approved by the administration. (NOTE: This does not restrict class assignments but refers to grading periods.)

## Final Exams

Exams are given at the end of each semester. They are important and students are expected to be present at the regularly scheduled exam time. Approximately one-fifth of the final grade is determined by the final exam.

## Grades and Class Rank

Class Ranks are determined at the end of each semester. For college admissions, scholarships and other similar purposes the GPA and class rank are computed after the sixth, seventh, and eighth semesters. Class Ranks are determined for each class (seniors, juniors, sophomores, freshmen). Class Ranks use the student's final semester grades by converting the grades to quality points. The student whose sum of quality points is the highest is ranked number one; the sum of quality points is the second highest is ranked number two; and so on until all students have been ranked within a class. The **weighting scale of the courses taken affects Class Ranks**. While most courses are weighted on a 4.0 scale, courses specifically listed as "weighted" will carry a 5.0 quality point weighting.

**The class valedictorian and salutatorian are students ranked first and second respectively after eight semesters.**

Remember, students who have the greatest opportunities to rank at the top of their class will be those who enroll in the maximum number of weighted courses possible, study diligently, complete all assignments, and earn the highest grades.

## Grade Classification

Credits earned will determine the grade a student is in. Minimum requirements for grade classification are

Freshman 0-5 credits  
Sophomore 6-12 credits  
Junior 13-18 credits  
Senior 18+ credits

## Grading Periods

Students will receive a report card at the end of each nine-week period indicating their grades for each course for that portion of the academic term. Oftentimes, the report card is sent home with the student. If you fail to receive a report card, please call the High School office. You are also encouraged to check online for weekly, marking period, and semester grades.

## Grade Point Average Calculation

Semester grades are used in the computation of grade point averages using the four (4) point system or the five (5) point weighted system outlined below.

We compute GPA for the following reasons:

1. Class standing of each graduating senior.
2. To determine the "Honors Group" at graduation. Seniors entering the District in the 2nd semester will not be eligible for honors.

3. Colleges make use of GPA when a student applies for admittance. They do, however, put emphasis on the ACT or SAT test results and what classes the students took in high school. Each college reconfigures the student's GPA by counting what courses they want to count.
4. The GPA has nothing to do with graduation. All classes at CCHS award full credit toward graduation unless the student fails.
5. All classes are included when calculating GPA.

## **Weighted Grading**

The Board of Education of Columbia Central Jr/Sr. High School has adopted a method of weighting students' classroom performance. This weighting system will be used to determine students' rank in class.

Select classes will be graded on a 5-point system, including AP Psychology, AP English Literature, AP English Language, AP World History, AP Calculus, AP Biology, AP US History, Pre-Calculus, Spanish IV, Spanish V French IV, French V, and Physics. College 200 level courses are weighted as well Math 151 and 154. The purpose is to encourage our students to approach a more rigorous curriculum, without the risk of lowering their GPA.

### **5.0 Scale of Quality Points**

Weighted courses will carry weighted quality points based on a five-point scale (A=5.0; B=4.0; C=3.0; D=2.0; F=0)

### **4.0 Scale of Quality Points**

All other courses will carry quality points based on a 4.0 point scale A=4 pts., B=3 pts., C=2 pts., D=1 pt., and F=0 pts. With (+) or (-) counting as partial points.

### **HONOR ROLL**

You must have a 3.0 GPA or better to be on the honor roll.

## **Homebound Instruction**

The District will arrange for individual instruction to an enrolled student who is certified by the pupil's attending physician, hospital, or licensed treatment facility as having a medical condition that requires the pupil to be hospitalized or to be confined to the home during regular school hours for a period longer than five school days. The certification must be made by a physician who is either an M.D. or a D.O. Parents should contact the school administration regarding procedures for such instruction.

## **Homework**

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the state-mandated test and graduation. Homework is not used for disciplinary reasons but to enhance the student's learning. Homework requests for students who will be absent for an extended period should be made at least 24 hours before the work is to be picked up.

## **OPTIONS HIGH SCHOOL**

Students entering the Options High School Program must be recommended and qualify. A student who becomes more than 1 year behind (7 credits or more) in their academic program will be referred to the Options High School. Students who do not complete their academic requirements after four years in high school will be required to finish at Options, in the Adult Education Program, or complete a 5th year at Columbia Central Jr./Sr. High School. See the counselor for details.

## **Personal Curriculum**

For some students, it may be appropriate to modify the Michigan Merit Curriculum through implementation of a personal curriculum. All students who have completed 9<sup>th</sup> grade are entitled to a personal curriculum, and the District will implement a personal curriculum for a student if requested by a parent or by the student if the student is age 18 or older. Any modification to the Michigan Merit Curriculum must be consistent with Michigan law and must incorporate as much of the Michigan Merit Curriculum content standards as practicable for the student. The District retains discretion to determine what modifications to the Michigan Merit Curriculum are appropriate for a particular student through a personal curriculum. A student who successfully completes an approved personal curriculum will earn a regular high school diploma.

To request a personal curriculum, please contact Wendy Diefenthaler, [wendy.diefenthaler@myeagles.org](mailto:wendy.diefenthaler@myeagles.org). For additional information about the Michigan Merit Curriculum and Personal Curriculum, see Policy 5409.

## **Placement**

The District has the sole discretion to make promotion, retention, and placement decisions for its students, consistent with state and federal law. The District may consider parent requests that a student be placed in a particular classroom, building, educational program, or grade. The District's placement decision is final.

## **Students with Disabilities**

Eligible students with disabilities under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act are entitled to a free appropriate public education. The District will follow state and federal law and applicable rules and regulations in identifying, locating, evaluating, and educating students with disabilities.

A parent who believes their student is eligible for special education or accommodations due to a disability or suspected disability should contact Will Bower, [will.bower@myeagles.org](mailto:will.bower@myeagles.org), 504 Coordinator.

### **Summer School**

Summer school is offered for credit recovery.

### **Testing Out**

A student may test out of high school classes and earn credit. Students interested in testing out of a class should review Policy 5409 and make arrangements with their assigned counselor.

### **Work Permits**

The state requires those who do work to obtain work permits. Work permits are available in the main office. Students who are struggling academically may have their work permits revoked by the school.

### SECTION III: STUDENT CLUBS, ACTIVITIES, AND ATHLETICS

Students are encouraged to participate in the various student clubs, activities, and athletics offered by the District.

For the 2024-2025 school year, the District offers the following student clubs, activities, and athletics:

**Academic Games, 7-12th grade, Advisor-Bob Woodard,**  
**[bob.woodard@myeagles.org](mailto:bob.woodard@myeagles.org)**

This is a competitive club who win by out-thinking their opponents in the areas of Mathematics, Language Arts, and Social Studies. The club competes against other schools and shows off academic skills.

**Meetings Times and Dates**-Meetings are held during Golden Eagle Hour, lunch, and after school

**How can I join?** - Academic Games encourages students in grades 7-12 to participate. Announcements will be made inviting students to the first meeting in September.

**Academic Honor Club (Junior High NHS), Eligible 7th and 8th grade students, Advisor, Emily Wallace, [emily.wallace@myeagles.org](mailto:emily.wallace@myeagles.org)**

Columbia Central students are part of this club and it involves more than just an honor roll. The Academic Honor Club serves to honor those students who have demonstrated excellence in scholarship, leadership, service, citizenship, and character. Students are required to have a cumulative GPA of 3.5 for induction and maintain a 3.5 GPA. This club meets during school hours.

**Meetings Times and Dates**-Meetings are held during Golden Eagle Hour and after school

**How can I join?** - All new members must invited based on their GPA. This takes place every Spring for 7th and 8th grade.

**Erika's Lighthouse / Key Club (Kiwanis), 9-12th grade, Advisor, Chris Holbert, [chris.holbert@myeagles.org](mailto:chris.holbert@myeagles.org)**

This is a suicide prevention club. The club helps build relationships and works with the community to be successful. Erika's Lighthouse has identified four pillars that are essential aspects of every school community. When each program pillar is active in a school we believe students will experience a more inclusive school culture around mental health. The four pillars are classroom education, teen empowerment, family engagement, and school policy and staff. This is an instructional club that helps students deal with mental illness. Students work with the Kiwanis organization on a

variety of community service projects. Some of their projects include care packages for those serving in the military overseas, raising money, and gift donations for Mott's Children's Hospital and events within the community.

**Meetings Times and Dates**-Meetings are held during Golden Eagle Hour and after school

**How can I join? -Erika's Lighthouse and Key Club** encourages students in grades 9-12 to participate. Announcements will be made inviting students to the first meeting in September.

### **Most Teens Don't, 7-8th grade**

Most Teens Don't is a social norming campaign and club for youth. Our goal is to reduce substance use and prove that Most Teens Don't engage in risky behaviors. The campaign is run by middle and high school students throughout Jackson County. They also help organize school events to help educate students.

**Meetings Times and Dates**-Meetings are held during Golden Eagle Hour, lunch, and after school

**How can I join?**-Most Teens Don't encourages students in grades 7-12 to participate. Announcements will be made inviting students to the first meeting in September.

**Prom Committee (extension of Junior Class responsibilities), Advisor, Jacob Crawford, [jacob.crawford@myeagles.org](mailto:jacob.crawford@myeagles.org).**

This group helps plan the activities for prom week and is an extension of the Junior Class responsibilities.

**Meetings Times and Dates**-Meetings are held during Golden Eagle Hour, lunch, and after school

**How can I join? -** The Prom Committee encourages students in 11th grade to participate. Announcements will be made inviting students to the first meeting.

**Musicals / Theater Productions, 7 - 12th grade, Advisor Sean Harmon, [sean.harmon@myeagles.org](mailto:sean.harmon@myeagles.org)**

This club gets students involved in the plays and musicals at the school

**Meeting Times and Dates** - This club meets after school and practices and prepares for the shows.

**How can I join? -** There will be auditions for every show. Any student interested can have a part in the show whether it is acting, stage crew or working the lights.

**National Honor Society, 11 - 12th grade, Advisor, Chris Holbert,**  
[chris.holbert@myeagles.org](mailto:chris.holbert@myeagles.org)

NHS is the nation's premier organization established to recognize outstanding high school students. More than just an honor roll, NHS serves to recognize those students who have demonstrated excellence in the areas of scholarships, service, leadership and character.

**Meeting Times and Dates** - Meetings are held during Golden Eagle Hour, lunch, and after school

**How can I join?** - Students who qualify academically in 11th and 12th grade get an invitation to join the club.

**Student Senate, 9 - 12th grade, Advisor Lauren Kimble,**  
[lauren.kimble@myeagles.org](mailto:lauren.kimble@myeagles.org)

This club helps plan projects that support educational activities and promotes school spirit. They keep track of Eagle Pride.

**Meetings Times and Dates**-Meetings are held during Golden Eagle Hour, lunch, and after school

**How can I join?** - Students interested in joining the club must contact the advisor.

**Chess/Euchre Club, 7 - 12th grade, Advisor Rob Riedel,**  
[rob.riedel@myeagles.org](mailto:rob.riedel@myeagles.org)

This is an after school club for students with experience or who have never played before. This is an opportunity for students to try something new.

**Meetings Times and Dates**-Meetings are held after school

**How can I join?** - Students interested in joining the club must contact the advisor.

**Dungeon and Dragons Club (D&D), 7 - 12th grade Advisor Erin Haase,**  
**Mr. Haase, [erin.haase@myeagles.org](mailto:erin.haase@myeagles.org)**

This club is for students with experience or who have never played before. This is an opportunity for students to try something new.

**Meetings Times and Dates**-Meetings are after school

**How can I join?** - Students interested in joining the club must contact the advisor.

**Fellowship of Christian Athletes (FCA), 7 - 12th grade, Advisor Jacob Politowicz, [jacob.politowicz@myeagles.org](mailto:jacob.politowicz@myeagles.org)**



The goal of this organization is to provide disciples through our strategy of engaging, equipping and empowering coaches and athletes to know and grow in Christ and lead others to do the same.

**Meetings Times and Dates**-Meetings are held during Golden Eagle Hour, lunch, and after school

**How can I join?** - Students interested in joining the club must contact the advisor.

**First Robotics Team, 7 -12th grade, Advisor Chris Holbert,**  
[chris.holbert@myeagles.org](mailto:chris.holbert@myeagles.org)

We have a robotics class but this does not include all of the students on the team. Students can still be part of the club even though they are not part of the class. The team meets during school hours and also in the evening during their season.

**Meetings Times and Dates**-Meetings are held during Golden Eagle Hour, lunch, and after school

**How can I join?** - Students interested in joining the club must contact the advisor.

**Prism Club, 7 -12th grade, Advisor Chris Holbert,**  
[chris.holbert@myeagles.org](mailto:chris.holbert@myeagles.org)

PRISM welcomes students regardless of sexual orientation, ethnicity, race, religion, or gender. Our goal is to provide a safe space for students to be themselves, while promoting respect, kindness, and LGBTQ+ awareness in our school and community. They also teach students how to deal with mental health issues and provide a positive atmosphere for students to work together for community projects. This club meets during the school hours.

**Meetings Times and Dates**-Meetings are held during Golden Eagle Hour

**How can I join?** - Students interested in joining the club must contact the advisor.

**Homecoming Class Activities, Led by Class Advisors, 9-12th grades**

**Columbia Clay Team, 7-12th grades, Advisor, Ross Emerson,**  
[emersonr2814@yahoo.com](mailto:emersonr2814@yahoo.com)

The Clay shooting team is run through our athletic department.

**Meetings Times and Dates**-There is a Fall and Spring Season. Information will be provided about meeting dates and times.

**How can I join?** - The Clay team encourages students in grades 7-12 to participate. Announcements will be made inviting students to the first meeting.

## **Classes that encourage student interest and involvement**

Choir, Anthony Stout

Marching Band, Anthony Stout

Jazz Band, Anthony Stout

Concert Band, Anthony Stout

Audio Visual, Kendon Smith

School Store, Chris Holbert

Strength and Fitness, Andy Richards

Yearbook, Isabelle Anderson

Leadership, Karen Liebau

A student's failure to comply with Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while participating in or attending a student club, activity, or athletic competition, meeting, event, or practice, may result in disciplinary action.

## **Extracurricular Activities**

Participation in extracurricular activities is a privilege, not a right. Students are encouraged to participate in extracurricular activities. Participation is open to students who meet the eligibility requirements established by the District and any applicable governing body.

The District has exclusive control over extracurricular activities including, but not limited to, formation, naming, structure, operation, financing, and discontinuance.

Student athletes are also subject to the Athletic Code of Conduct (see Appendix F) and any applicable team rules.

For more information, see Policy 5507.

## **Student-Initiated Non-Curricular Clubs**

Students may voluntarily form clubs that are not directly related to the school curriculum to promote activities unrelated to curriculum. Membership in a student-initiated, non-curricular club must be open to all interested and eligible District students, and the club

may not refuse membership to a student based on any protected classification under state or federal law.

For more information about student-initiated non-curricular clubs, including how to form a club, see Policy 5510.

### **Transportation To/From Extracurricular Activities**

The District may provide transportation to students who participate in school-sponsored events. If District-provided transportation is available, students must ride to and from those events in a school vehicle unless otherwise excused by the activity sponsor.

## **SECTION IV: DISCIPLINE AND CODE OF CONDUCT**

### **Discipline Generally**

The District may discipline students who engage in misconduct, up to and including suspension or expulsion from school.

The District will take steps to effectively discipline students in a manner that appropriately minimizes out-of-school suspensions and expulsions. The District will comply with applicable laws related to student discipline, including the consideration of specific factors and possible use of restorative practices.

If an administrator determines that an emergency requires the immediate removal of a student from school, the administrator may contact the student's parent or local law enforcement or take other measures to have the student safely removed from school.

Students who are involved in extracurricular activities and engage in misconduct may face consequences related to the activity in addition to the consequences provided in this handbook.

The District reserves the right to refer to an appropriate non-school agency any act or conduct which may constitute a crime. The District will cooperate with those agencies in their investigations as permitted by law.

The District's rules and policies apply to any student who is on school property or school-affiliated transportation, who is in attendance at school or at any school-sponsored activity or function, or whose conduct at any time or place directly interferes with the operation, discipline, or general welfare of the school, regardless of location, date, or time.

### **Forms of School Discipline & Applicable Due Process**

#### **After-School Detention**

Teachers and administrators may require students to stay after school to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who ride the bus home from school will be given a 24-hour notice of a detention so that parents may make transportation arrangements for the student the following day.

#### **Saturday School**

The building administrator may require a student to attend Saturday School. Students follow strict rules and must work on assignments the entire time, except for short breaks. Students who do not follow Saturday School rules will be removed and will face further disciplinary action.

#### **In-School Suspension**

The building administrator may require a student to serve in-school suspension, during which students follow strict rules and must work on assignments the entire time, except for short breaks. Students not completing their In-School Suspension will face further disciplinary action.

## **Snap Suspension - Suspension from Class, Subject, or Activity by Teacher**

A teacher may suspend a student from any class, subject, or activity for up to 1 full school day if the teacher has good reason to believe that the student:

- intentionally disrupted the class, subject, or activity;
- jeopardized the health or safety of any of the other participants in the class, subject, or activity; or
- was insubordinate during the class, subject, or activity.

Any teacher who suspends a student from a class, subject, or activity must immediately report the suspension and its reason to the building principal or designee. If a student is suspended from a class, subject, or activity, but will otherwise remain at school, the building principal or designee must ensure that the student is appropriately supervised during the suspension and, if the student is a student with a disability, that all procedures applicable to students with disabilities are followed.

Any teacher who suspends a student from a class, subject, or activity must, as soon as possible following the suspension, request that the student's parent attend a parent/teacher conference to discuss the suspension. The building principal or designee must attend the conference if either the teacher or the parent requests the building principal's attendance. The building principal or designee must make reasonable efforts to invite a school counselor, school psychologist, or school social worker to attend the conference.

## **Removal for 10 or Fewer School Days**

Before a student is suspended for 10 or fewer school days, an administrator will: (1) provide the student verbal notice of the offense the student is alleged to have committed, and (2) provide the student an informal opportunity to respond and explain what happened. Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The building administrator will consider the 7 factors provided in the Student Code of Conduct before suspending a student.

## **Removal for More than 10 and Fewer than 60 School Days**

Before a student is suspended for more than 10 school days but less than 60 school days, the Superintendent or designee will provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a hearing at which the student may present evidence and witnesses to show that the student did not commit the alleged offense or that suspension is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Superintendent or designee will not suspend the student unless, following the hearing, he or she is convinced by a preponderance of the evidence that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The Superintendent or designee will consider the 7 factors noted in the Student Code of Conduct before suspending a student.

A parent or student may appeal the Superintendent's or designee's decision to the Board. The appeal must be submitted to the Board within 3 calendar days of the decision. The Board will hear the appeal at its next regularly scheduled meeting. The Board's decision is final. The student's suspension will run while the appeal is pending.

### **Removal for 60 or More School Days**

Before the Board suspends or expels a student, the Superintendent or designee must provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a Board hearing at which the student may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Board will not suspend or expel the student unless, following the hearing, a majority of the Board finds by a preponderance of the evidence that the student committed misconduct that should result in suspension or expulsion under either the Student Code of Conduct or Board Policy and that suspension or expulsion is the appropriate consequence. The Board will consider the 7 factors noted in the Student Code of Conduct before suspending or expelling a student. The Board's decision is final.

### **Student Code of Conduct**

This Student Code of Conduct is meant to be a guide and is subject to the discretion of administration and the Board.

Administration will, as required or permitted by state law, always consider the use of restorative practices as an alternative to, or in addition to suspension or expulsion. Nothing in the following table limits the District's ability to impose more or less severe disciplinary consequences depending on the situation's unique circumstances and the following factors:

1. the student's age;
2. the student's disciplinary history;

3. whether the student has a disability;
4. the seriousness of the behavior;
5. whether the behavior posed a safety risk;
6. whether restorative practices will be used to address the behavior; and
7. whether a lesser intervention would properly address the behavior.

Nothing in this handbook limits the District's authority to discipline a student for conduct that is inappropriate in school, but that is not specifically provided in this table. Depending on the circumstances of a particular situation, separate athletic or extracurricular sanctions may be imposed, in accordance with the applicable handbook or rules.

## **SECTION V: BUILDING-SPECIFIC RULES AND PROCEDURES**

### **Golden E.A.G.L.E.S**

#### ***Non-Negotiables***

- Every student is present, prepared, and on time
- Appropriate language and attire are expected
- Give respect to self, staff, school, and students
- Leaving class is limited and requires written permission
- Electronic devices are not permitted in the classroom during instructional time
- Spirit for school and community....be involved!

EVERY DAY IS A GREAT DAY TO BE A GOLDEN EAGLE!

### **Pick Up and Drop Off Procedures**

Doors open at 7:20 AM and school begins at 7:45 AM. Families must use the Pick Up and Drop Off loop in front of the main office. Students may not be picked up or dropped off in the student parking lot, bus area, or fitness center parking lot.

### **Building Allergen Concerns**

Students will be altered to allergen concerns as deemed necessary.

### **Restrictions to Deliveries in the Building**

Due to safety concerns, no outside food deliveries are permitted unless formally approved by an administrator.

### **Assembly Rules**

All school rules apply during assemblies.



## **APPENDIX A: TITLE IX SEXUAL HARASSMENT**

Title IX Sexual Harassment 3118 can be found at the following link: [Title IX Policy](#)

## **APPENDIX B: ANTI-BULLYING**

Anti-Bullying policy 5207 can be found at the following link: [Anti-Bullying Policy](#)

## **APPENDIX C: PROTECTION OF PUPIL RIGHTS**

Protection of Pupil Rights 5308 can be found at the following link: [Pupil Rights](#)

## **APPENDIX D: DIRECTORY INFORMATION AND OPT OUT FORM**

Directory Information and Opt out form 5309 can be found at the following link: [Directory Information Policy](#)

## APPENDIX E: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement – [Policy 3116](#)

## **APPENDIX F: ATHLETIC CODE OF CONDUCT**

Participation in Columbia School District's (the "District") athletics is a privilege, not a right. Student-athletes are students first. When participating in District athletics, student-athletes are District representatives and are held to the highest standards. Accordingly, this Athletic Code of Conduct applies 24 hours a day, 365 days a year. Student-athletes and parents should be familiar with this Athletic Code of Conduct. By participating on any school-sponsored athletic team both student-athletes and parents agree to abide by these terms.

Athletic Director: Ryan Hackworth

517-592-6634

[ryan.hackworth@myeagles.org](mailto:ryan.hackworth@myeagles.org)

### **Available Sports**

Fall: Boys Soccer, Boys Tennis, Cross Country, Football, Girls Golf, Sideline Cheer and Volleyball

Winter: Boys Bowling, Girls Bowling, Boys Basketball, Girls Basketball, Competitive Cheer, Gymnastics (co-op), Hockey (co-op) and Wrestling

Spring: Baseball, Boys Golf, Girls Soccer, Softball, Girls Tennis and Track

### **Communication Protocol**

The District has full faith in its coaches to make decisions that are in the best interest of their teams. If parents have questions or concerns about their student-athletes' sports participation, use the following protocol:

1. Wait 24 hours before contacting the coach.
2. Schedule a time to speak with the coach, either via phone or in-person, at the coach's discretion.
3. If the issue is unresolved, schedule a time to speak with the Athletic Director, either via phone or in-person, at the Athletic Director's discretion.

### **Concussion Protocol**

The District will comply with the concussion protocol in Policy 5712.

### **Athletic Code of Conduct**

A student-athlete must:

1. Learn and understand the rules and regulations of your sport.

2. Unless otherwise approved by your coach, if school is in session, attend school for the full day to be eligible to practice or play in an event on the same day.
3. Comply with the law, Board Policy, the Student Code of Conduct, the Athletic Code of Conduct, and all team rules. Failure to comply with this provision may result in suspension or removal from a team.
4. Not possess, use, or consume alcohol, tobacco, cannabis, nicotine (including a vape), or controlled substances (other than those prescribed by a physician for the student-athlete).
5. Not engage in conduct that is unbecoming of student-athletes.
6. Maintain academic eligibility as required by the Michigan High School Athletic Association. In addition to meeting the MHSAA requirements, student-athletes must maintain eligibility with the weekly academic checks. Any student failing two or more classes would be ineligible for competition for one week.
7. Notify your coach or District athletic trainer of any injury or medical condition that may affect your athletic participation.

If a student-athlete violates any provision of the Athletic Code of Conduct, practice, game, team, or complete athletic suspension may result. Any disciplinary consequences will be at the sole discretion of the Athletic Director or designee.

If a student-athlete is suspended or expelled from school, the student-athlete is prohibited from participating in any practice or game during the suspension or expulsion.